



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM KS  
Finance VG  
DA LA  
Risk Mgt. DE  
HR n/a  
Grant Mgt. LC

## STAFF REPORT

BOARD MEETING DATE: January 12, 2016

**DATE:** December 22, 2015  
**TO:** Board of County Commissioners  
**FROM:** Amber Howell, Director, Department of Social Services  
785-8600 ahowell@washoecounty.us

**THROUGH:** Kevin Schiller, Assistant County Manager

**SUBJECT:** Accept a Subgrant Award from the State of Nevada Department of Health and Human Services Division of Public & Behavioral Health retroactive to October 1, 2015 through September 30, 2016 for \$150,000.00 [no County match required] supporting the position and activities of a Behavioral Health Program Coordinator. Authorize the Department to execute the Subgrant Award and direct the Comptroller's Office to make the necessary budget adjustments. (All Commission Districts)

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### SUMMARY

The Department of Social Services is recommending the Board of County Commissioners accept a subgrant award to support the position and activities of a Behavioral Health Program Coordinator.

The acceptance of this Award is retroactive as the Department received the Subgrant in late December.

**Strategic Objective supported by this item:** Safe, Secure, and Healthy Communities

### PREVIOUS ACTION

On August 12, 2014, the Board accepted a Subgrant Award from the State of Nevada Department of Health and Human Services Division of Public & Behavioral Health retroactive to July 1, 2014 through June 30, 2015 for \$150,000.00 and authorized the creation of a 1.0 FTE, fully benefitted, full-time Behavioral Health Program Coordinator.

### BACKGROUND

The objectives of this funding are to provide financial assistance to States and Territories to support projects for the development and implementation of prevention, treatment and rehabilitation activities directed to the diseases of alcohol and drug abuse. Staff supported by

AGENDA ITEM # 8.F.3.

this funding assist with carrying out the State's plan for providing comprehensive community mental health services to adults with a serious mental illness and to children with a serious emotional disturbance. Additional responsibilities include monitoring the progress of implementing a comprehensive community-based mental health system, providing technical assistance to the State and the Mental Health Planning Council that assists the State in planning and implementing a comprehensive community-based mental health system.

Historically the mental health services in our State have not been well coordinated which has left us with a situation where our largest mental health provider has been jail systems. The intent of this grant is to bring coordination to the local level in partnership with the State, allowing us at a local level to identify the issues and coordinate resources.

### **GRANT AWARD SUMMARY**

**Project/Program Name:** *Community Mental Health Services - SAPTA*

**Scope of the Project:** *Support for a Behavioral Health Program Coordinator to direct, coordinate and maximize the integration and cooperation of mental health and substance abuse treatment programs with State, County and local community organizations within Washoe County.*

**Benefit to Washoe County Residents:** *Community needs will be identified as well as an evaluation of the quality of behavioral health services. The development and implementation of long-range plans pertaining to the expansion of funding for behavioral health services will allow for issues and concerns to be addressed.*

**On-Going Program Support:** *The grant may be extended. If we are unable to secure funding, we would consider eliminating the position.*

**Award Amount:** *\$150,000.00*

**Grant Period:** *October 1, 2015 – September 30, 2016*

**Funding Source:** *Substance Abuse Prevention & Treatment Block Grant*

**Pass through From:** *State of Nevada Department of Health and Human Services,  
Division of Public & Behavioral Health*

**CFDA Number:** *93.959*

**Grant ID Number:** *2B08Ti010039-15*

**Match Amount and Type:** *No matching funds required*

**Sub-Awards and Contracts:** *None.*

**FISCAL IMPACT**

The Department anticipated this award and included funding in the adopted FY16 budget in internal order #11192. A budgetary adjustment is required to align the budget with the actual amount of the award and to transfer authority to the new internal order #11295. Should the board authorize acceptance of this grant award, the Department's FY16 adopted budget will be increased in both revenues and expenditures in the following accounts:

11295 – 431100	Federal Grant Revenue	\$ 38,791.69
11295 – 431105	Fed Grants-Indirect	\$ - 5,321.00
11295 – 701412	Salary Adjustment	\$ 27,770.69
11295 – 710519	Cellular Phone	\$ 917.00
11259 – 711210	Travel	\$ 4,783.00

**RECOMMENDATION**

It is recommended that the Board accept a Subgrant Award from the State of Nevada Department of Health and Human Services Division of Public & Behavioral Health retroactive to October 1, 2015 through September 30, 2016 for \$150,000.00 [no County match required] supporting the position and activities of a Behavioral Health Program Coordinator. Authorize the Department to execute the Subgrant Award and direct the Comptroller's Office to make the necessary budget adjustments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be "move to accept a Subgrant Award from the State of Nevada Department of Health and Human Services Division of Public & Behavioral Health retroactive to October 1, 2015 through September 30, 2016 for \$150,000.00 [no County match required] supporting the position and activities of a Behavioral Health Program Coordinator. Authorize the Department to execute the Subgrant Award and direct the Comptroller's Office to make the necessary budget adjustments".



State of Nevada  
 Department of Health and Human Services  
**Division of Public & Behavioral Health**

HD #: 15271  
 Budget 3170  
 Account: 3170  
 Category: 28  
 GL: 8782  
 Job Number: 9395915

### NOTICE OF SUBGRANT AWARD

<b>Program Name:</b> Substance Abuse Prevention and Treatment Agency (SAPTA) Bureau of Behavioral Health, Wellness, and Prevention		<b>Subgrantee Name:</b> Washoe County Social Services	
<b>Address:</b> 4126 Technology Way, Suite #200 Carson City, NV 89706-2009		<b>Address:</b> PO Box 11130 Reno, NV 89520	
<b>Subgrant Period:</b> October 1, 2015 through September 30, 2016.		<b>Subgrantee's:</b> EIN: <u>88-6000138</u> Vendor #: <u>T40283400A</u> Dun & Bradstreet: <u>073786998</u>	
<b>Purpose of Award:</b> : Funding for community mental health services			
<b>Region(s) to be served:</b> <input type="checkbox"/> Statewide <input checked="" type="checkbox"/> Specific county or counties: Washoe			
<b>Approved Budget Categories:</b>		<b>Disbursement of funds will be as follows:</b>	
1. Personnel	\$ <u>134,500.00</u>	Payment will be made upon receipt and acceptance of an invoice and supporting documentation specifically requesting reimbursement for actual expenditures <i>specific to this subgrant</i> . Total reimbursement will not exceed <b>\$150,000.00</b> during the subgrant period.	
2. Travel	\$ <u>4,783.00</u>		
3. Operating	\$ <u>917.00</u>		
4. Equipment	\$ _____		
5. Contractual/Consultant	\$ _____		
6. Training	\$ _____		
7. Other	\$ <u>9,800.00</u>		
<b>Total Cost: \$ <u>150,000.00</u></b>			
<b>Source of Funds:</b>		<b>Detail of Funds:</b>	<b>CFDA:</b>
1. Substance Abuse Prevention & Treatment Block Grant		\$150,000.00	93.959
<b>Federal Grant #:</b> 2B08TI010039-15			
<b>Terms and Conditions:</b> In accepting these grant funds, it is understood that:			
1. Expenditures must comply with appropriate state and/or federal regulations; 2. This award is subject to the availability of appropriate funds; and 3. The recipient of these funds agrees to stipulations listed in the incorporated documents.			
<b>Incorporated Documents:</b>			
Section A: Assurances;			
Section B: Program Requirements and Scope of Work;			
Section C: Budget and Scope of Work;			
Section D: Request for Reimbursement;			
Section E: Audit Information Request; and			
Section F: DPBH Business Associate Addendum			
Amber Howell Director		Signature	Date
Martie Washington Program Manager II, SAPTA			
Kevin Quint Bureau Chief, Bureau of Behavioral Health, Wellness, and Prevention			
for Cody L. Phinney, MPH Administrator, Division of Public & Behavioral Health			

**SECTION A**

**Assurances**

As a condition of receiving subgranted funds from the Nevada State Division of Public and Behavioral Health, the Subgrantee agrees to the following conditions:

1. Grant funds may not be used for other than the awarded purpose. In the event Subgrantee expenditures do not comply with this condition, that portion not in compliance must be refunded to the Division.
2. To submit reimbursement requests only for expenditures approved in the spending plan. Any additional expenditure beyond what is allowable based on approved categorical budget amounts, without prior written approval by the Division, may result in denial of reimbursement.
3. Approval of subgrant budget by the Division constitutes prior approval for the expenditure of funds for specified purposes included in this budget. Unless otherwise stated in the Scope of Work the transfer of funds between budgeted categories without written prior approval from the Division is not allowed under the terms of this subgrant. Requests to revise approved budgeted amounts must be made in writing and provide sufficient narrative detail to determine justification.
4. Recipients of subgrants are required to maintain subgrant accounting records, identifiable by subgrant number. Such records shall be maintained in accordance with the following:
  - a. Records may be destroyed not less than three years (unless otherwise stipulated) after the final report has been submitted if written approval has been requested and received from the Administrative Services Officer (ASO) of the Division. Records may be destroyed by the Subgrantee five (5) calendar years after the final financial and narrative reports have been submitted to the Division.
  - b. In all cases an overriding requirement exists to retain records until resolution of any audit questions relating to individual subgrants.

Subgrant accounting records are considered to be all records relating to the expenditure and reimbursement of funds awarded under this subgrant award. Records required for retention include all accounting records and related original and supporting documents that substantiate costs charged to the subgrant activity.

5. To disclose any existing or potential conflicts of interest relative to the performance of services resulting from this subgrant award. The Division reserves the right to disqualify any subgrantee on the grounds of actual or apparent conflict of interest. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of funding.
6. To comply with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
7. To comply with the Americans with Disability Act of 1990, P.L. 101-136, 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999 inclusive and any relevant program-specific regulations
8. To comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996, 45 C.F.R. 160, 162 and 164, as amended. If the subgrant award includes functions or activities that involve the use or disclosure of protected health information (PHI) then the subgrantee agrees to enter into a Business Associate Agreement with the Division as required by 45 C.F.R. 164.504(e). If PHI will not be disclosed then a Confidentiality Agreement will be entered into.
9. Subgrantee certifies, by signing this notice of subgrant award, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pr. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211). This provision shall be required of every subgrantee receiving any payment in whole or in part from federal funds.

DIVISION OF PUBLIC AND BEHAVIORAL HEALTH  
NOTICE OF SUBGRANT AWARD

10. Sub-grantee agrees to comply with the requirements of the Title XII Public Law 103-227, the "PRO-KIDS Act of 1994," smoking may not be permitted in any portion of any indoor facility owned or regularly used for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans and loan guarantees, and contracts. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment.
11. Whether expressly prohibited by federal, state, or local law, or otherwise, that no funding associated with this subgrant will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
  - a. Any federal, state, county or local agency, legislature, commission, council, or board;
  - b. Any federal, state, county or local legislator, commission member, council member, board member, or other elected official; or
  - c. Any officer or employee of any federal, state, county or local agency, legislature, commission, council or board.
12. Division subgrants are subject to inspection and audit by representative of the Division, Nevada Department of Health and Human Services, the State Department of Administration, the Audit Division of the Legislative Counsel Bureau or other appropriate state or federal agencies to:
  - a. Verify financial transactions and determine whether funds were used in accordance with applicable laws, regulations and procedures;
  - b. Ascertain whether policies, plans and procedures are being followed;
  - c. Provide management with objective and systematic appraisals of financial and administrative controls, including information as to whether operations are carried out effectively, efficiently and economically; and
  - d. Determine reliability of financial aspects of the conduct of the project.
13. Any audit of Subgrantee's expenditures will be performed in accordance with generally accepted government auditing standards to determine there is proper accounting for and use of subgrant funds. It is the policy of the Division, as well as federal requirement as specified in the Office of Management and Budget (2 CFR § 200.501(a)), revised December 26, 2013, that each grantee annually expending \$750,000 or more in federal funds have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. A COPY OF THE FINAL AUDIT REPORT MUST BE SENT TO:

***Nevada State Division of Public and Behavioral Health  
Attn: Contract Unit  
4150 Technology Way, Suite 300  
Carson City, NV 89706-2009***

This copy of the final audit must be sent to the Division within nine (9) months of the close of the subgrantee's fiscal year. **To acknowledge this requirement, Section E of this notice of subgrant award must be completed.**

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